

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
SOUTHWEST REGION

SW 2730.12

3/15/90

**SUBJ: PROCEDURES FOR HANDLING JURY DUTY FEES**

1. PURPOSE. This order provides procedures for the handling of jury or court service certificates and fees and is of interest to all regional employees.

2. DISTRIBUTION. This order is distributed to branch level and above in the Regional Office, with standard distribution to all field offices and facilities, and to F&E Field Installation/Construction Representatives.

3. BACKGROUND:

a. State of Texas. The revision effective April 11, 1985, to the Texas statute complies with Comptroller General Decision which sets forth a very strict rule that jury fees may be retained by employees only if they are specifically designated as travel expenses, or the true intent of the statute is to reimburse a juror for expenses, and the amount prescribed is reasonable in amount. Court leave will continue to be posted to the Time and Attendance Report, and will be supported by a copy of the court order, subpoena or summons and a certificate of attendance from the clerk of the court indicating the days the employee served.

b. States of Arkansas, Louisiana, New Mexico, and Oklahoma. The regional Assistant Chief Counsel, ASW-7, is in the process of reviewing the statutes of each of these states for purposes of determining the correct handling of jury fees paid to Federal civilian employees who reside in these states. As information becomes available, this order will be revised accordingly.

4. PROCEDURES:

a. Texas Residents.

(1) Jury duty fees may be retained by Federal civilian employees performing jury duty in the State of Texas based on the revised Texas statute.

(2) Time and Attendance (T&A) clerks should forward jury or court service certificates to the address reflected below. Do NOT attach jury or court service certificates to the T&A Reports.

Department of Transportation  
Federal Aviation Administration  
Attn: ASO-26B  
P. O. Box 45599  
Atlanta, GA 30320

Distribution: A-X-3; A-FOF-0 (Standard); A-FAF-10 (Standard)  
+ 10 copies - ASW-42

Initiated By: ASW-42A

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b. Arkansas, Louisiana, New Mexico, and Oklahoma Residents.

(1) T&A Clerks should send a reproduced copy of the certificates along with the employees' checks for jury or court services received, to the Southwest Region Accounting Branch, Financial Control Section, ASW-42E.

(2) T&A clerks should forward jury or court service certificates to the address reflected under paragraph 4a(2) above. Do NOT attach jury or court service certificates to the T&A Reports.

5. REQUESTS FOR INFORMATION. Questions should be directed to the Financial Control Section, ASW-42E, at FTS 734-5667 or Commercial (817) 624-5667.



Henry N. Stewart  
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